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Filing is word-by-word (ALA, 1968).

Abbreviations: Standard abbreviations are used except in titles. Names of some organizations, ALA, ACRL, LC, etc., are also abbreviated and are alphabetized as if spelled out.

Special abbreviations:

appt.	appointment
f.	foundation
port.	portrait
prof.	profile
prog.	program

Special usages: More than one reference per page is indicated in parentheses. Under the heading "Acquisitions (by author, subject, or *title*)" parentheses may enclose donors' names (for subjects) or subjects (for named collections).

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